

Business Technical Assistance Programs and Contact Information

This section contains a listing of business technical assistance resources available to small businesses organized alphabetically within the following categories: city, state, quasi-public, federal, and non-profit agencies.

Note: This list is current as of publication April 2004; contact information and websites subject to change without notice.

City of Boston Departments and Agencies

Assessing Information Center Taxpayer Referral & Assistance Center (TRAC)

Assessing Department
Boston City Hall, Room M-5
Boston, MA 02201
Phone: 617-635-4287 Fax: n/a
Email: TRAC@ci.boston.ma.us
Website: www.cityofboston.gov/trac/

Provides one-stop shopping for taxpayer services.

Languages: English | Walk-In Service | No Fee for Service

Boston Public Library

Many of the Boston Public Library branch libraries offer technical assistance resources and information. Visit www.bpl.org or call your local library for details on programs and services offered in your community.

- **Kirstein Business Branch**

20 City Hall Avenue
Boston, MA 02108
Phone: 617-523-0860
Website: www.bpl.org/research/kbb/kbbhome.htm
Contact: Librarian
Location Map: www.bpl.org/research/kbb/graphics/kbbmap.jpg

Kirstein Business Branch is a specialized business reference and research service of the Boston Public Library, located near Boston's financial district. The library contains an extensive array of business

directories and over 600 trade and business periodicals. Kirstein's resources include several special collections: statistics for industry and marketing research; a small business collection; and a career collection. Access is provided to numerous business databases at Kirstein or remotely with a free BPL card. Library staff are available to offer reference help by phone, walk-in, or email. Free tours are offered monthly or upon request.

Languages: Call for Current Capacity | Walk-In Service |
No Fee for Service

Boston Redevelopment Authority (BRA)

One City Hall Square
Boston, MA 02201
Phone: 617-722-4300 Fax: 617-248-1937
Website: www.cityofboston.gov/bra

- **Back Streets Program**

Phone: 617-918-4400
Email: BackStreetsBRA@ci.boston.ma.us
Website: www.cityofboston.gov/bra/backstreets

The Back Streets program supports the growth of Boston's businesses through the preservation of industrial space. The Back Streets staff of neighborhood business managers will assist businesses in accessing information, technical assistance, and funding.

Languages: Call for Current Capacity | Appointment Required |
No Fee for Service

City Clerk

Boston City Hall, Room 601
Boston, MA 02201
Phone: 617-635-4601 Fax: 617-635-4658
Email: Click on Contact from website
Website: www.cityofboston.gov/cityclerk/

Register your Boston business here by filing a Business Certificate. \$50.00 License Fee Massachusetts state law, Chapter 110, section 5, requires business owners to file a business certificate every four years with their respective city or town clerk.

Languages: English | Walk-In Service | Fee for License; No Fee for Service

Inspectional Services Department (ISD)

1010 Massachusetts Avenue
Boston, MA 02118
Phone: 617-635-5300 ext. 1338 Fax: 617-635-5360
Email: ISD@ci.boston.ma.us
Website: www.cityofboston.gov/isd/

Provides assistance on obtaining the licenses and permits required to do business in Boston as well as modifying and constructing new structures in the city. ISD also is responsible for enforcing the city's zoning code. The agency conducts Zoning Clinics at 1010 Massachusetts Avenue, as well as neighborhood seminars on the permitting process. The Zoning Clinic is held every Tuesday from 9:00 a.m. to 12:00 noon. Call for additional information. Small business may also obtain an application for the "Site Cleanliness License" required of all businesses that use bulk dumpsters.

Languages: English, Spanish, Portuguese, Russian, Haitian Creole, Cape Verdean Creole, Chinese, Vietnamese | Walk-In Service | No Fee For Service

Licensing Board

Boston City Hall, Room 809
Boston, MA 02201
Phone: 617-635-4170 Fax: 617-635-4742
Email: licensingboard@ci.boston.ma.us
Website: www.cityofboston.gov/licensing/

The Licensing Board grants and regulates various types of alcohol and food licenses for restaurants, nightclubs, private clubs, package stores, hotels, and inns. The board also issues and regulates licenses for a common victuallers (food only), hotels (both with alcohol and without alcohol), bowling alleys, pool tables, lodging houses, dormitories (fraternities), and fortune tellers.

Languages: Chinese, English | Walk-In Service | License Fees Vary

Office of Business Development

Department of Neighborhood Development
26 Court Street, 9th floor
Boston, MA 02108
Phone: 617-635-2000 Fax: 617-635-0282
Email: business.obd@ci.boston.ma.us
Web: www.cityofboston.gov/dnd/obd

[Location map](#)

The Office of Business Development provides entrepreneurs and existing businesses access to a range of financial and technical resources. The office supports the work of the Boston Business Assistance Center (BBAC) and Boston Main Streets, a program devoted to revitalizing Boston's neighborhood commercial districts.

- **Boston Business Assistance Center**
2201 Washington Street
Boston, MA 02119
Phone: 617-989-9100 Fax: 617-989-9125

[Location map](#)

The Business Assistance Team and its Small Business Technical Assistance Program focus on the following services: administration, development, marketing, and business recruitment services. To apply for

technical assistance services, call or visit the Boston Business Assistance Center.

Languages: English, Spanish | Appointment is Recommended |
No Fee for Service

- **Boston Main Streets** [Interactive map](#)
26 Court Street, 9th Floor
Boston, MA 02108
Phone: 617-635-0115 Fax: 617-635-0282
Email: mainstreets@ci.boston.ma.us
Website: www.cityofboston.gov/mainstreets

Boston Main Streets works in collaboration with a range of community groups and with the Office of Business Development Business Assistance Team to bring technical assistance resources to small business owners throughout the city. The Main Streets neighborhood business representatives work with existing businesses as well as new businesses locating in the districts. Main Streets also works to match commercial landlords with appropriate tenants and tenants with appropriate space in the district. Through staff, volunteers, and/or partners, Main Streets offers the following services: design assistance, financial management, inventory management, business planning, customer service training, investment tax credit advice, marketing assistance, web page development, window display assistance, and matching grants for facade and sign improvement.

For individual neighborhood Main Streets locations, see Boston Main Streets under *Non-profit Agencies and Community Organizations*, or visit www.bostonmainstreets.com

Small & Local Business Enterprise (formerly Minority & Women Business Enterprise)
City Hall, Room 800
Boston, MA 02201
Phone: 617-635-4164 Fax: 617-635-3235
Email: SBLE@ci.boston.us
Website: www.cityofboston.gov/minorityandwomen/

Small & Local Business Enterprise certifies businesses to bid on City contracts. The office also offers seminars and a yearly trade fair to assist businesses with accessing information about contract opportunities.

Languages: English | Walk-in Service | No Fee for Service

State of Massachusetts Departments and Agencies

Massachusetts Department of Business & Technology

1 Ashburton Place, Rm. 2101

Boston, MA 02108

Phone: 617-727-8380 Fax: 617-727-4426

Email: econ@state.ma.us

Website: www.mass.gov/

Resources include guides to starting a business in Massachusetts and writing a business plan, economic data, and referral to quasi-public financing programs. All information available on the website.

Languages: English | No Walk-in Service | No Fee for Service

Agencies of the Massachusetts Department of Business & Technology:

- **Massachusetts Office of Business Development (MOBD)**

Greater Boston Regional Office

Ten Park Plaza, Suite 3730

Boston, MA 02116

Phone: 617-973-8600 Fax: 617-973-8797

Email: econ@state.ma.us

Website: www.state.ma.us/mobd

The MOBD will help small businesses identify technical assistance providers on the state level. Services include access to federal, state, local, and private financial resources; regulatory and licensing assistance; site selection service; general information about starting a business in Massachusetts; and professional responses to all business inquiries.

Languages: English | Walk-In Service | No Fee for Service

- **State Office of Minority and Women Business Assistance (SOMWBA)**

State Transportation Building

10 Park Plaza, Suite 3740

Boston, MA 02116

Phone: 617-973-8692 Fax: 617-973-8637

Email: wsomwba@state.ma.us

Website: www.somwba.state.ma.us

Promotes the development of business enterprises and non-profit organizations owned or operated by minorities and women. Certifies companies for both State and Federal Disadvantaged Business Enterprise (DBE) certification programs.

Languages: English, Spanish | Appointment Required |
No Fee for Service

- **Massachusetts Office of International Trade and Investment (MOITI)**

State Transportation Building
10 Park Plaza, Suite 4510
Boston, MA 02116
Phone: 617-973-8650 Fax: 617-227-3488
E-Mail: masstrade.office@state.ma.us
Website: www.mass.gov/

Markets the state's businesses internationally, developing exporting relationships and attracting foreign direct investment to the state.

- **Massachusetts Office of Travel and Tourism (MOTT)**

10 Park Plaza, Suite 4510
Boston, MA 02116 U.S.A.
Phone: 617-973-8500 Toll Free: 800-227-MASS (U.S. & Canada) Fax:
617-973-8525
Email: vacationinfo@state.ma.us
Website: <http://www.massvacation.com>

MOTT promotes Massachusetts and its hotels, attractions, museums and natural resources, through domestic and international marketing to leisure travelers. MOTT offers marketing services to tourism-related business.

In addition to its four agencies, the Massachusetts Department of Business & Technology is affiliated with a diverse mix of [quasi-public agencies](#) that promote economic development, job creation and retention, and growth in the business sector.

Massachusetts Department of Revenue

Hurley Building
19 Staniford Street
Boston, MA 02114
Phone: 617-887-6367 Toll Free: 1-800-392-6089
Contact: Customer Service Bureau
Website: www.dor.state.ma.us/
Email: select *Contact* option on top menu

The Customer Service Bureau of the Department of Revenue answers questions on the Massachusetts income tax, including refunds, withholding, payment agreements, and estimated income tax notices. The bureau also provides tax assistance. It registers businesses authorizing them to collect the state sales tax. This bureau also provides information and proper applications to new businesses for the withholding of employee's income taxes. It answers inquiries on bills, payments and interest, and penalties. Tax forms can be obtained here as well.

Languages: English | Walk-In Service | No Fee for Service

Massachusetts Division of Unemployment Assistance (DUE)

Charles F. Hurley Building
19 Staniford Street, 2nd floor
Boston, MA 02114

Phone: 617-626-5400 Customer Service (general information)
Phone: 617-626-5744 Research Department (economic analysis)
E-mail: ProblemResolutionUnit@detma.org
Website: www.detma.org/default.htm

Administers the Unemployment Insurance program, the Medical Security Plan and produces Massachusetts' jobs and economic data. *Formerly known as the Massachusetts Division of Employment and Training (DET).*

Languages: English, Spanish, Portuguese, Cantonese + Other Languages; Call for Current Capacity | Walk-In Service | No Fee for Service

The Massachusetts Small Business Development Center Network (MSBDC)

A partnership of the U.S. Small Business Association, the Commonwealth's Department of Economic Development and a consortium of higher education institutions led by the University of Mass./Amherst, and including Boston College, Clark University, Salem State College, UMass Boston, the University of Mass./Dartmouth, and Springfield Technical Community College.

MSBDC offers 4 Boston-based offices:

- **Massachusetts Small Business Development Center**

Metro Boston Regional Office
Boston College
142 Beacon Street
Chestnut Hill, MA 02467
Phone: 617-552-4091 Fax: 617-552-5730
Email: sbdcmail@bc.edu
Website: www.bc.edu/SBDC

The Metro Boston regional office provides free one-to-one management and technical assistance counseling, and low-cost training programs to small and prospective existing businesses in the Greater Boston region in areas such as finance, marketing, strategic planning, accounting and controls, and operations.

Languages: English | Walk-In Service | Nominal Fee for Classes

- **UMass Boston SBDC & Minority Business Center**

University of Massachusetts
College of Management
100 Morrissey Blvd. 5-403
Boston, MA 02125
Phone: 617-287-7750 Fax: 617-287-7767
Website: www.sbdc.umb.edu/

The UMass Boston Small Business Development & Minority Business Center provides free management counseling and low cost business training to prospective and existing small businesses. Workshop topics include business start-up issues, business plan development, finance, cash flow management, human resource issues, marketing, international trade, and government contracting. In addition, the SBDC provides

brokering services to assist both procurement and EEO officials to find qualified minority vendors who can fill their contract/company needs and bid requirements.

Languages: English | Appointment Required | Nominal Fee for Workshops

- **Massachusetts Export Center**

State Transportation Building
10 Park Plaza, Suite 3720
Boston, MA 02116
Phone: 617-973-8664 Fax: 617-973-8681
Website: www.mass.gov/export
Email: Select *Contact Us* from menu

Offers a variety of international trade services, including one-to-one export counseling, workshops, training programs and conferences, overseas market research and educational programs through the Partners for Trade executive seminar series. Counseling includes areas on elements of the international trade business plan and development of an international marketing strategy. Offices located throughout the state.

Languages: English, Spanish | Appointment Required | No Fee for Service

- **MSBDC Procurement Technical Assistance Center**

College of Management
University of Massachusetts
100 Morrissey Blvd.
Boston, MA 02125
Phone: 617-989-9119 Fax: 617-287-7767
Contact: Procurement Specialist
Website: <http://msbdc.som.umass.edu/ptac/>

The MSBDC Procurement Technical Assistance Center is a state and federal government funded program assisting small businesses to identify and bid on government contract opportunities.

Languages: English | Appointment Required | Nominal Fee for Classes

Quasi-Public Agencies

The Massachusetts Department of Business and Technology works with a number of quasi-public agencies to promote economic growth throughout the state's business sector. These agencies provide access to funding opportunities, human resource management, and state-of-the-art technologies.

Commonwealth Corporation

The Schrafft Center
529 Main Street, Suite 110
Boston, MA 02129
Phone: 617-727-8158 Fax: 617-242-7660
Website: www.commcorp.org/

Provides financial and management assistance to companies, and re-employment training to workers with the goal of ensuring the competitiveness of Massachusetts manufacturing companies.

Languages: English | Appointment Required | No Fee for Service

Community Economic Development Assistance Corporation (CEDAC)

18 Tremont Street
Boston, MA 02108
Phone: 617-727-5944 Fax: 617-727-5990
Website: www.cedac.org

Childcare Centers Resource. CEDAC assists non-profit developers in community revitalization, affordable housing, and childcare initiatives in economically depressed areas of the state. Through its childcare initiative, Childcare Capital Investment Fund (www.cccif.org), CEDAC provides assistance and funding to help childcare centers improve or expand their facilities. Childcare Capital Investment Fund provides financing and technical assistance for small projects such as repainting or buying new play equipment, and for large projects such as building a new childcare center.

Languages: English | Appointment Required | No Fee for Technical Assistance

Massachusetts Alliance for Economic Development (MAED)

892 Worcester Street
Wellesley, MA 02482
Phone 781-489-6262 X 10 Fax: 781-489-6263
Website: www.massecon.com

Working with companies seeking to expand or relocate in Massachusetts, MAED provides customized, confidential information to help facilitate the clients site selection decision-making process.

Languages: English | Appointment Required | No Fee for Service

Massachusetts Technology Collaborative

75 North Drive
Westborough, MA 01581

Phone: 508-870-0312 Fax: 508-898-2275

Email: mtc@masstech.org

Website: www.mtpc.org

Formed to serve the high-performance sector, MTC specializes in the application and utilization of technology to foster, retain, and expand innovation-based enterprises throughout the Commonwealth. Renewable Energy Trust provides financial assistance in support of renewable energy projects. Call for further information.

Languages: English | Appointment Required | No Fee for Service

Federal Divisions and Agencies

Commissioner of Patents and Trademarks

U.S. Patent and Trademark Office, Box 4

Washington, D.C. 20231

Phone: 1-800-786-9199

Website: www.uspto.gov/

U.S. Census Bureau

Boston Regional Office

Two Copley Place, Suite 301

P.O. Box 9108

Boston, MA 02117-9108

Phone: (617) 424-0510 Fax: (617) 424-0547

TDD: (617) 424-0565

E-mail: boston.regional.office@census.gov

Website: www.census.gov

Demographic and economic research.

Languages: English, Spanish | Walk-in Service | No Fee for Service

Defense Contract Management Agency

495 Summer Street

Boston, MA 02210-2138

Phone: 617-753-4108 or 617-753-4110 Fax: 617-753-4005

Website: www.dcmsa.mil/

Provides guidance and counseling to small, disadvantaged, women-owned, historically underutilized business zone, and service-disabled veteran-owned small businesses on ways to do business. Guidance includes access to prime and subcontract award opportunities with the U.S. Government, particularly the Department of Defense.

Languages: English | Appointment Recommended | No Fee for Service

Department of Labor

JFK Federal Building
Room 525
Boston, MA 02203
Phone: 617-624-6700 Fax: 617-624-6701
Website: www.dol.gov

Provides information about and enforcement of the [Fair Labor Standards Act \(FLSA\)](#), which sets basic minimum wage and overtime pay standards.

Languages: English, (Spanish by appt.) | Appointment Recommended | No Fee for Service

U.S. General Services Administration (GSA)

Thomas P. O'Neill Federal Building
10 Causeway Street
Boston, MA 02222
Phone: 617-565-8100 Fax: 617-565-8101
Website: www.gsa.gov

The U.S. GSA advocates for small, disadvantaged, and women-owned businesses in New England seeking federal contracting opportunities.

Languages: English | Walk-In Service | No Fee for Service

Internal Revenue Service (IRS)

Government Center
JFK Building, Stop 40726 (Walk-in center at JFK Federal Building, Room 775; call for hours.)
Boston, MA 02203
Phone: 617-423-1040 or 1-800-829-3676 Fax: n/a
Website: www.irs.gov

Federal Tax Info: 617-523-1040
Business Tax Seminar and assistance with federal tax issues: 617-565-1645 or 1-800-829-1040
Tax Guide for Small Business and Tax Forms: 1-800-829-3676

Offers a comprehensive range of workshops, publications, and services to help the small business owner understand what is required in setting up a business and filing the appropriate taxes. Publication 454 "Your Business Tax Kit" is a good start. Additional information, as well as IRS tax forms, may be downloaded from the website.

Languages: English | Walk-In Service | No Fee for Service

Occupational Safety & Health Administration (OSHA)

JFK Building
Boston, MA 02203
Phone: 617-565-9860 Fax: 617-565-9827
Website: www.osha.gov

Provides information about and enforcement of federal safety and health standards in the workplace.

Languages: English, Spanish | Appointment Recommended | No Fee for Service

U.S. Small Business Administration (U.S. SBA)

Thomas P. O'Neill Federal Building
10 Causeway Street, Room 265
Boston, MA 02222-1093
Phone: 617-565-5590

Business Information Center (BIC)

Phone: 617-565-5615 Fax: 617-565-5598
Contact: Business Information Center Coordinator
E-mail: MassachusettsDO@sba.gov
Website: www.sba.gov/

SBA offers financial, management and technical assistance programs. To access local workshop offerings, visit www.sba.gov/calendar and click on Massachusetts to view calendar.

The Business Information Center (BIC) combines the latest computer technology, hardware and software, an extensive small business reference library of hard copy books/publications and current management video tapes to help entrepreneurs plan their business, expand an existing business or venture into new business areas.

Languages: English (Spanish by appt.) | Walk-In Service | No Fee for Service

Service Corps of Retired Executives (SCORE) (P)

Thomas P. O'Neill Federal Building
10 Causeway Street, Room 265
Boston, MA 02222-1093
Phone: 617-565-5591 Fax: 617-565-5598
Website: Boston www.scoreboston.org National: www.score.org

SCORE volunteers provide free, confidential, face-to-face, and email business counseling to America's entrepreneurs. Counseling and workshops are offered at the U.S. Small Business Administration District Office, 10 Causeway Street, Boston, MA. (SCORE counselors are also available at the [Boston Business Assistance Center](#) by appointment only; call the BBAC at 617-989-9100.)

Languages: English (Chinese & Spanish by appt.) | Walk-In Service | Fee for Workshops

Social Security Administration

Thomas P. O'Neill Federal Building
10 Causeway Street, Room 148 (1st Floor)
Boston, MA 02222
Phone: 1-800-772-1213
TTY: 1-800-325-0778
Website: www.ssa.gov

Languages: English, Spanish | Appointment Recommended | No Fee for Service

Non-Profit Agencies & Community Organizations

(P) Indicates agency is a partner with the City of Boston

ACCION USA (P)

56 Roland Street, Suite 300
Boston, MA 02129
Phone: 617-625-7080 Fax: 617-625-7020
Website: www.accionusa.org/boston

ACCION USA provides business loans to self-employed individuals and micro entrepreneurs of limited means. Loans range from \$500 to \$25,000.

Languages: English, Spanish | Appointment Recommended | Free Orientation Sessions

American Jewish Committee (AJC)

126 High Street
Boston, MA 02110
Phone: 617-457-8700 Fax: 617-988-6252
Email: boston@ajc.org
Website: n/a

The Black-Jewish Economic Round Table brings together African-American and Jewish entrepreneurs for networking, mentoring, education, and socializing.

Languages: English | Appointment Required | No Fee for Service

Boston Main Streets

26 Court Street, 9th Floor
Boston, MA 02108
Phone: 617-635-0115 Fax: 617-635-0282
Email: mainstreets@ci.boston.ma.us
Website: www.cityofboston.gov/mainstreets

[interactive map](#)

Services available to businesses located in or locating to Main Streets districts: design assistance, financial management, inventory management, business planning, customer service training, investment tax credit advice, marketing assistance, web page development, window display assistance, and matching grants for facade and sign improvement.

Contact your local neighborhood Main Streets office for services offered:

- **Allston Village Main Streets, Inc.**

161 Harvard Avenue, Suite 11
Allston, MA 02134
Phone: 617-254-7564 Fax: 617-254-2442
Website: www.allstonvillage.com

Languages: English, call for other capacity | Appointment Required |
No Fee for Service

- **Bowdoin/Geneva Main Streets, Inc.**

Website: www.bostonmainstreets.com

Partners with Dorchester Bay Economic Development to find appropriate financing for businesses. Phone: 617-825-4200, ext. 221 Fax: 617-825-3522

Languages: English and Spanish | Appointment Required | No Fee for Service

- **Brighton Main Streets, Inc.**

358 Washington Street
Brighton, MA 02135
Phone: 617-779-9200 Fax: 617-779-9851
Website: www.brightonmainstreets.org

Languages: English | Appointment Required | No Fee for Service

- **Chinatown Main Street, Inc.**

2 Boylston Street, Suite G-1
Boston, MA 02116
Phone: 617-350-6303 Fax: 617-695-1952
Website: www.chinatownmainstreet.org/

Languages: Chinese, English | Appointment Required | No Fee for Service

- **Dudley Square Main Streets, Inc.**

2343 Washington Street, 2nd floor
Roxbury, MA 02119
Phone: 617-541-4644 Fax: 617-541-4472
Website: www.bostonmainstreets.com

Language: English | Appointment Required | No Fee for Service

- **East Boston Main Streets**

PO Box 584
146 Maverick Street
East Boston, MA 02128
Phone: 617-561-1044 Fax: 617-569-2535
Website: www.eastbostonmainstreets.com

Languages: English, Spanish, Italian | Appointment Required | No Fee for Service

- **Egleston Square Main Street, Inc.**

Website: www.bostonmainstreets.com

- **Fields Corner Main Street, Inc.**

1452 Dorchester Avenue, Second Floor
Dorchester, MA 02122
Phone: 617-825-0110, ext 2, then ext.302 Fax: 617-822-3613
Website: www.bostonmainstreets.com

Languages: English, Vietnam. (by appointment) | Appointment Req. |
No Fee for Service

- **Four Corners Main Street**

367 Washington Street
Dorchester, MA 02124
Phone: 617-287-1651 Fax: 617-825-3308
Website: www.bostonmainstreets.com

Language: English | Appointment Required | No Fee for Service

- **Grove Hall Main Street**

c/o Zoo New England
One Franklin Park Road
Boston, MA 02121
Phone: 617-989-2028 Fax: 617-989-2695
Website: www.bostonmainstreets.com

Languages: Cape Verdean, English, Haitian Creole, Spanish |
Appointment Required | No Fee for Service

- **Hyde/Jackson Square Main Street Program, Inc.**

322 Centre Street
Jamaica Plain, MA 02130
Phone: 617-522-3694 Fax: 617-983-3978
Website: www.bostonmainstreets.com

Languages: English, Spanish | Appointment Required | No Fee for Service

- **Hyde Park Main Streets**

11 Fairmount Avenue
2nd Floor, Suite 109
Hyde Park, MA 02136
Phone: 617-361-6964 Fax: 617-361-4567

Website: www.bostonmainstreets.com

Language: English | Appointment Required | No Fee for Service

- **JP Centre/South Main Streets**

PO Box 2712
39 South Street
Jamaica Plain, MA 02130
Phone: 617-522-0300 Fax: 617-522-2295
Website: www.bostonmainstreets.com

Languages: English | Appointment Required | No Fee for Service

- **Mission Hill Main Streets, Inc.**

1530 Tremont Street
Boston, MA 02120
Phone: 617-427-7399 Fax: 617-427-3003
Website: www.missionhillmainstreets.org

Languages: English, Spanish | Appointment Required | No Fee for Service

- **Roslindale Village Main Street, Inc.**

20 Belgrade Avenue, 2nd Floor
Roslindale, MA 02131
Phone: 617-327-4065 Fax: 617-327-4066
Website: www.roslindale.net

Language: English | Appointment Required | No Fee for Service

- **St. Mark's Area Main Street, Inc.**

20 Roseland Street
Dorchester, MA 02124
Phone: 617-825-3846 Fax: 617-825-0514
Website: www.smams.org

Language: English | Appointment Required | No Fee for Service

- **Upham's Corner Main Street, Inc.**

594 Columbia Road
Dorchester, MA 02125
Phone: 617-265-0363 Fax: 617-825-3522
Website: www.uphamscorner.org

Language: English | Appointment Required | No Fee for Service

- **Washington Gateway Main Street, Inc.**

P.O. Box 180191
40 Waltham Street
Boston, MA 02118
Phone: 617-542-1234 Fax: 617-542-1235
Website: www.gatewaymainstreet.org

Language: English | Appointment Required | No Fee for Service

- **West Roxbury Main Streets**
1874 Centre Street, 2nd Floor
West Roxbury, MA 02132
Phone: 617-325-6400
Website: www.bostonmainstreets.com

Language: English | Appointment Required | No Fee for Service

Center for Women & Enterprise (CWE) (P)

Renaissance Park, 1135 Tremont Street, Suite 480
(moving to 24 School St., Boston in May 2004)
Boston, MA 02120
Phone: 617-536-0700 Fax: 617-536-7373
Email: info@cweboston.org
Website: www.cweboston.org

Education, training, technical assistance, women's business enterprise certification, and access to capital. Clients span the range from women who may want to start home-based or small retail businesses to women running fast growth, multi-million dollar technology businesses.

Languages: English | Appointment Required | Sliding Scale Fees Apply to All Programs

Codman Square Neighborhood Development Corporation (NDC)

587 Washington Street
Dorchester, MA 02124
Phone: 617-825-4224 Fax: 617-825-0893
Contact: Small Business Specialist
Website: n/a

Offers technical assistance and referral services.

Languages: English, Spanish, Haitian Creole and French | Walk-In Service

Community Business Network (CBN) (P)

Massachusetts Association of Community Development Corporations (MACDC)
99 Chauncy Street
Boston, MA 02111
Phone: 617-426-0303 Fax: 617-426-0344
Website: www.macdc.org (Click on *programs*, then *community business network*)

The Community Business Network (CBN) is a collaboration of eleven Boston community development corporations (CDCs) and the Massachusetts Association of Community Development Corporations (MACDC) supporting the creation and growth of small businesses in Boston. CBN provides a comprehensive set of business development services, including business plan development, growth strategies, and access to financing.

Contact your local neighborhood CBN member listed below for service capacity:

- **Allston Brighton Community Development Corporation**

15 North Beacon Street

Allston, MA 02134

Phone: 617-787-3874 Fax: 617-787-0425

Website: www.allstonbrightoncdc.org

Language: English | Walk-In Service | No Fee for Service

- **Asian Community Development Corporation**

888 Washington Street, Suite 102

Boston, MA 02111

Phone: 617-482-2380 Fax: 617-482-3056

Email: asiancdc@atablast.net

Website: www.asiancdc.org

Languages: Chinese, English, Korean | Walk-In Service | No Fee for Service

- **Community Development Corporation of Boston/
CDC of Boston, Inc.**

801 Albany Street

Roxbury, MA 02119

Phone: 617-442-2114 Fax: 617-442-5522

Website: www.cdcofboston.org

Languages: English, Spanish | Walk-In Service | No Fee for Service

- **Dorchester Bay Economic Development Corp.**

Small Business Assistance Program

594 Columbia Road, Suite 302

Dorchester, MA 02125

Phone: 617-825-4200 Fax: 617-825-3522

Website: www.dbedc.com

Languages: English, Spanish | Walk-In Service | No Fee for Service

- **Fenway Community Development Corporation**

73 Hemenway Street

Boston, Massachusetts 02115

Phone: 617-267-4637 Fax: 617-267-8591

Website: www.fenwaycdc.org

A referral agency.

Languages: English, Spanish | Walk-In Service | No Fee for Service

- **Jamaica Plain Neighborhood Development Corporation (JPND)**

31 Germania Street

Jamaica Plain, MA 02130

Phone: 617-522-2424 Fax: 617-522-0368 / 617-524-3596

Contact: Business Development Director

Website: www.jpndc.org

Provides small business technical assistance, loan packaging and workshop serving Jamaica Plain, Mission Hill, and Fenway.

Languages: English, Spanish | Walk-In Service | No Fee for Service

- **Mattapan Community Development Corporation**

1598 Blue Hill Avenue

Mattapan, MA 02126

Phone: 617-296-2000 Fax: 617-296-2402

Website: n/a

A referral agency.

Languages: Call for Current Capacity | Service by Appointment | No Fee

- **Mission Hill Neighborhood Housing Services**

1530 Tremont Street

Boston, MA 02120

Phone: 617-566-6565

Website: n/a

A referral agency.

Languages: English, Spanish, | Walk-In Service | No Fee for Service

- **Neighborhood of Affordable Housing (NOAH)**

143 Border Street

East Boston, MA 02128

Phone: 617-569-0059 ext. 17 Fax: 617-569-2007

Website: www.noahcdc.org

A referral agency.

Languages: English, Spanish | No Fee for Service

- **South Boston Neighborhood Development Corporation (SBND)**

365 W. Broadway

South Boston, MA 02127

Phone: 617-268-9610 Fax: 617-268-4813

Website: n/a

Provides referrals to outside business resources for storefront improvement and commercial development loans and grants, and to community lenders.

Languages: English | No Fee for Service

- **Viet-AID Vietnamese American Initiative for Development**

1452 Dorchester Avenue, 3rd Floor

Dorchester, MA 02122

Phone: 617-822-3717 Fax: 617-822-3718

Website: www.vietaid.org

Provides business training, start-up assistance, business plan development, and help with the city permitting process to the Vietnamese community.

Languages: English, Vietnamese | Walk-In Service | No Fee for Service

Community Enterprise Project

Hale and Dorr Legal Services Center of Harvard Law School

122 Boylston Street

Jamaica Plain, MA 02130

Phone: 617-522-3003 Fax: 617-522-0175

Website: www.haledorr.com/

Lawyers and students counsel and represent small businesses and entrepreneurs at various stages of development, from start-up through maturity. Assistance in business formation, business acquisition, contract negotiation and preparation, commercial leasing, commercial financing, trademark and copyright registration, music and art law, and a wide range of other legal needs.

Language Translation Available | Walk-In Service or by Appointment | Sliding Scale Fees

Consumer Credit Counseling Service

8 Winter Street, 10th Floor

Boston, MA 02108

Phone: 800-208-2227 Fax: 617-960-8299

Website: www.cccsintl.org

Provides budget counseling, educational programs, debt management assistance and housing counseling.

Languages: Spanish, English, others upon request | Counseling is available online, by telephone, and in person by Appointment | Sliding Scale Fees

Count Me In

240 Central Park South, Suite 7H

New York, NY 10019

Phone: 212-245-1245

Email: info@count-me-in.org

Website: www.count-me-in.org

Online business training and micro loans for women.

The Economic Justice Project

Lawyers' Committee for Civil Rights Under Law of the Boston Bar Association

294 Washington Street, Suite 443

Boston, MA 02108

Phone: 617-482-1145, ext. 6 Fax: 617-482-4392

Website: www.lawyerscom.org

Free legal representation, legal workshops, and monthly business legal clinics for entrepreneurs who are starting or expanding small businesses located in disadvantaged communities in Greater Boston, and who cannot afford an attorney. Representation is offered on a range of matters including entity formation, intellectual property, commercial leases, zoning compliance, commercial loans, franchises, customer and supplier contracts, licenses and permits, tax, labor and employment issues.

Languages: English, Spanish, Mandarin, Cantonese, French, Portuguese |
Walk-In Service No Fee for Service

The Elizabeth Stone House

Women's Business Opportunity Program (WBOP)

8 Notre Dame Street

Roxbury, MA 02119

Phone: 617.427.9801, ext. 404 Fax: 617-427-6252

Contact: Women's Business Opportunity Program Coordinator

Website: www.elizabethstone.org

Workshops, seminars, and training to women in the Boston area who fall under HUD moderate- income guidelines.

Languages: English and Spanish | Service by Appointment Only | Free
Childcare Available

Greater Boston Chamber of Commerce

One Beacon Street

Boston, MA 02108.3114

Phone: 617-227-4500 Fax: 617-227-7505

Website: www.bostonchamber.com

A member organization representing virtually every industry and profession in the Boston region, the Chamber advocates policy initiatives critical to economic growth and job creation and provides members with programs and events that provide information and marketing exposure.

Language: English | Service by Appointment Only

Hispanic American Chamber of Commerce

67 Broad Street

Boston, MA 02109

Phone: 617-261-4222 Fax: 617-261-3333

Email: hacc@hacc.com

Website: www.hacc.com

Dedicated to promoting the economic success of Hispanic owned businesses in New England. HACC Benefits and Services include: bilingual group health insurance; referral to business opportunities in government and industry; membership in Global Business Alliance of New England www.gbane.org/;

referral to management assistance resources; information on local, regional and national Hispanic Markets; advocacy for Hispanic business concerns; linkages with international business organizations; business networking; database on small, women-owned, and minority businesses

Languages: English and Spanish | Service by Appointment Only

ICIC-Boston, an affiliate of ICIC/Initiative for a Competitive Inner City

727 Atlantic Avenue, Suite 600

Boston, MA 02111

Phone: 617-292-2383 Fax: 617-292-7506

Website: www.icic.org

Financial consulting and academic resources for existing inner city privately-held companies grossing a minimum of one million dollars in annual sales, with 10 employees, a five-year operating history, and that are headquartered in the inner city or that have 51% or more of their physical operations in inner-city areas.

Languages: English and Portuguese | Service by Appointment Only

Massachusetts Alliance for Economic Development (MAED)

25 Research Drive

Westborough, MA 01582

Phone: 617-247-7800 Fax: 617-247-3337

Email: moreinfo@massecon.com

Website: www.massecon.com

MAED is a private, non-profit corporation dedicated to retaining and fostering economic growth in the Commonwealth. The alliance provides customized information services to companies seeking to expand or relocate in Massachusetts.

Language: English | Service by Appointment Only | No Fee for Service

Massachusetts Alliance for Small Contractors

143 South Street, 4th Floor

Boston, MA 02111

Phone: 617-482-8010 Fax: 617-574-9098

Email: info@massalliance.com

Website: www.massalliance.com

Assists small, minority, and women-owned construction businesses located within the city of Boston to acquire the skills necessary to successfully compete in the construction industry. Provides technical consulting in areas such as construction, operations and financial management; dispute resolution and negotiation; strategic marketing; bond packaging and insurance; and access to capital and other financing. Offers construction industry-specific courses, including: estimating, blueprint reading, OSHA safety and health certification, construction flow, and cash flow analysis.

Language: English | Service by Appointment Only | No Fee for Service

Massachusetts Bar Association

20 West Street
Boston, MA 02111
Phone: 617-338-0500
Website: www.massbar.org

Massachusetts Bar Association Referral Service
Phone: 617-645-0400
Website: www.massbar.org/lawhelp/

Membership organization of Massachusetts attorneys.

Language: English | Service by Phone and on Website | No Fee for Service

Massachusetts Society of Certified Public Accountants

105 Chauncy Street
Boston, MA 02111
Phone: 617-556-4000 or 1-800-392-6145
Website: www.msccaonline.org

Membership organization of Massachusetts Certified Public Accountants; allows you to locate an accountant by services provided, languages spoken*, and neighborhood. Website also posts useful information on "How to Choose and Use a CPA."

Languages: English, Other (*see website for listings of language capabilities*) |
No Fee for Service

MIT Enterprise Forum

Building E32-328
28 Carlton Street
Cambridge, MA 02139
Phone: 617-253-8240 Fax: 617-258-0532
Email: mitefcmb@mit.edu
Website: n/a

A non-profit organization based at MIT that promotes and strengthens the process of starting and growing innovative and technology-oriented companies.

Languages: English

Minority, Micro-enterprise, Small Business in Massachusetts (MSBM)

c/o CDC of Boston
810 Albany Street
Boston, MA 02119
Phone: 617-442-2114 Fax: 617-442-5522
Email: MSBM@MSBM.org

Website: www.MSBM.org

A website project that brings together over 50 non-profit organizations to better serve the minority, micro-enterprise, and small businesses in Massachusetts through the Internet. On their website you can find organizations providing technical assistance, access to capital, loans and financing, and links to industry resources.

Language: English | Service by Phone and on Website | No Fee for Service

Neighborhood Business Builders

Jewish Vocational Service (JVS)
99 Chauncy Street, 2nd Floor
Boston, MA 02111
Phone: 617-428-0392 x190 Fax: 617-428-0380
Email: registrar@businesslinkboston.com
Website: www.businesslinkboston.com

Specialized business classes and mentors.

Languages: Call for Current Capacity | Service by Appointment | Sliding Scale Fee for Classes

Nuestra Comunidad Development Corporation

56 Warren Street, Suite 200
Roxbury, MA 02119
Phone: 617-427-3599 or 617-989-1208 Fax: 617-989-1216
Website: www.nuestracdc.org

Services include hands-on technical assistance, financing and loan packaging, training, and networking/ marketing. *Nuestra Culinary Ventures* helps small-scale food entrepreneurs succeed by providing a large shared kitchen facility and commissary that small business people can rent when they need it rather than investing in their own expensive kitchen space.

Languages: Cape Verdean Creole, English, Spanish, French, Haitian Creole, Portuguese | Walk-In Service | No Fee for Service

Service Corps of Retired Executives (SCORE)

O'Neill Federal Building
10 Causeway Street
Boston, MA 02222-1093
Phone: 617-565-5591 Fax: 617-565-5598
Website: www.score.org

Retired executives consult with startup and early stage firms. Call branch office for a site near you, or visit SCORE at the [Boston Business Assistance Center](#), 2201 Washington Street, Boston, MA 02119, phone 617-989-9100, by appointment only.

Languages: English; Chinese & Spanish by Appointment | Walk-In Service |

No Fee for Service

This Neighborhood Means Business (TNMB)

Dorchester Center for Adult Education
269 East Cottage Street
Dorchester, MA 02125
Phone: 617-474-1170 Fax: 617-474-1137
Website: www.fdnh.org/

One to three week workshops in areas such as bookkeeping, marketing, sales, legal issues, and taxes; 4-8 week extensive courses in business plan writing and in QuickBooks, a computer accounting program for small business owners.

Languages: Call for Current Capacity | Walk-In Service | Fee for Service

Urban Edge

2010 Columbus Avenue
Roxbury, MA 02119
Phone: 617-989-9300, x318 Fax: 617-427-8931
Website: www.urbanedge.org

Business loans and equity.

Languages: Call for Current Capacity | Walk-In Service | No Fee for Service

To provide corrections and/or additional listings to the Boston Business Resource Guide, contact:

Office of Business Development
26 Court Street, 9th Floor
Boston, MA 02108
Phone: 617-635-2000 Fax: 617-635-0282
Email: business.obd@ci.boston.ma.us

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